

## CID2 – Centralized Intake Detail 2

This screen is used by Centralized Intake staff in conjunction with the CID1 (Centralized Intake Detail 1) screen. This screen records additional information about the individual(s) being reported as well as allegations being made and perpetrator/victim relationships.

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CAFSCID2          CENTRALIZED INTAKE DETAIL 2          05/22/2012    13:18
USER ID : CS4566   INQUIRE                             PAGE NO:    1
R/R NUMBER: 0001373 CATG: CPS   CHILD PROT DATE: 07/16/2010 ASSGN TO: C74142SW
PROVIDER:         000                                     ALG:

TO SELECT, ENTER D=DELETE, A=ADD, M=MODIFY, R=RELATION, P=PRIMARY
SEL CAPS-ID   FIRST      LAST      SUFFIX  R/R ROLE
- 00001238    REBECCA    BEY
  AGE: 44      DOB: 03/26/1968    SEX: F      ETH: CA
  FAM ROL: BMR CATG: AD          HSPNC ORGN: N      PRP REL:
- 00001237    ERIC      BEY
  AGE: 43      DOB: 10/06/1968    SEX: M      ETH: CA
  FAM ROL: BFR CATG: AD          HSPNC ORGN: N      PRP REL:
- 00001447    BLUE      BEY
  AGE: 12      DOB: 01/01/2000    SEX: M      ETH: AI
  FAM ROL: SON CATG: CH          HSPNC ORGN: N      PRP REL:
- 00001236    ROSCOE    BEY
  AGE: 10      DOB: 08/02/2001    SEX: M      ETH: CA
  FAM ROL: SON CATG: CH          HSPNC ORGN: N      PRP REL:
-
  AGE:         DOB:         SEX:         ETH:
  FAM ROL:     CATG:         HSPNC ORGN:     PRP REL:

PATH:
```

**Field Descriptions** (F12) indicates code lookup is available.

### PAGE NO

This field will display the current page number. If there is another page of information, a MORE indicator will display to indicate there are additional pages. The next page can be accessed by pressing the F8 key. The previous page can be accessed by pressing the F7 key.

### R/R NUMBER

This field will display the report number for the report.

### CATG (F12)

This field will display the category for the report that was entered on the CID1 (Centralized Intake Detail 1) screen. *If the category needs to be changed, it can be changed on CID2 prior to closing the report (CPI) or assigning the report (CPS, CFS) to a field worker.*

#### *DATE*

This field will display the report received date that was entered on the CID1 (Centralized Intake Detail 1) screen.

#### *ASSGN TO (F12)*

This field will display the C number of the current assigned worker for the report.

#### *PROVIDER*

This field will display the provider number that was entered on the CID1 (Centralized Intake Detail 1) screen (if one was entered.)

#### *ALG (F12)*

Enter the appropriate allegation code(s) for the provider. *Up to three allegation codes can be entered.*

#### *SEL*

Enter "A" if you want to add a person to the list, "M" if you want to modify a person on the list or "D" if you want to delete a person from the list. *The "R" (relation) and "P" (primary) codes are utilized by field workers to create relationships on the RELL (Relationship List) screen.*

#### *CAPS-ID (F12)*

Enter the CAPS ID of the person you want to add to the list. *Pressing F12 will access the PERS (Person Search) screen. You can search for and select any known person to the system from the PERL (Person List) screen by selecting them with an "S".*

#### *FIRST*

This field will display the first name of the person whose ID is entered in the CAPS ID field (first name that displays on the PERD (Person Detail) screen.)

#### *LAST*

This field will display the last name of the person whose ID is entered in the CAPS ID field (last name that displays on the PERD (Person Detail) screen.)

#### *SUFFIX*

This field will display the suffix for the person whose ID is entered in the CAPS ID field (suffix that displays on the PERD (Person Detail) screen, if one was entered.)

#### *R/R ROLE (F12)*

Enter the appropriate report role code for the person.

#### *ALG (F12)*

Enter the appropriate allegation code(s) for the person. *Up to three allegation codes can be entered and allegations can only be entered for persons with a report role code of "V" (victim) or "B" (both).*

#### *AGE*

This field will display the age of the person whose ID is entered in the CAPS ID field (age based on date of birth that displays on the PERD (Person Detail) screen, if one was entered.)

#### *DOB*

This field will display the date of birth for the person whose ID is entered in the CAPS ID field (date of birth that displays on the PERD (Person Detail) screen, if one was entered.)

#### *SEX (F12)*

This field will display the sex of the person whose ID is entered in the CAPS ID field (sex code that displays on the PERD (Person Detail) screen, if one was entered.)

#### *ETH (F12)*

This field will display the ethnicity of the person whose ID is entered in the CAPS ID field (first ethnicity code that displays on the PERD (Person Detail) screen, if one was entered.)

#### *FAM ROL (F12)*

Enter the appropriate family role code for the person.

#### *CATG (F12)*

Enter the appropriate person category for the person. *In most cases, this will be "AD" (adult associated with child) or "CH" (child).*

#### *HSPNC ORGN*

This field will display the Hispanic origin flag of the person whose ID is entered in the CAPS ID field (flag that displays on the PERD (Person Detail) screen, if one was entered.)

#### *PRP REL (F12)*

For any allegation codes, enter the appropriate perpetrator relationship code. *This is the perpetrator's relationship to the victim.*

### **Additional Information**

Do not add any additional "unknown" persons to CAPS. The CAPS system provides several "unknowns" to fit most categories. Select the "unknown" that most closely fits the referral information.

The following is a list of CAPS ID numbers for UNKNOWNNS:

- 130223 = UNK CAPS, ADULT
- 130224 = UNK CAPS ADULT, FEMALE
- 130225 = UNK CAPS ADULT, MALE

130226 = UNK CAPS, CHILD  
130227 = UNK CAPS CHILD, FEMALE  
130229 = UNK CAPS CHILD, MALE

\*See Children's Services Policy and Procedures Manual Section 202-2 and 202-3.\*